

Our Mission: The Walla Walla County Conservation District works to conserve and enhance natural resources in the county through voluntary participation and education.

**Walla Walla County Conservation District
Job announcement**

DISTRICT MANAGER



The Walla Walla County Conservation District (WWCCD or District) is seeking a **District Manager** responsible for overall management of the WWCCD including supervision of district employees and execution of district programs and projects. The District Manager oversees day to day operations and the Board of Supervisors provide high level governance. As with all positions at the WWCCD, employment is contingent on grant funding and may change depending on state and federal budget allocations.

The District has a talented team of passionate and committed people who are mission-driven and care deeply about serving and improving our community. Our dynamic organization is comprised of volunteer board members and paid staff members who help landowners implement “on the ground conservation.” The incumbent will work closely with local landowners, coworkers, and conservation partners.

DUTIES AND RESPONSIBILITIES

Manage District Operations

The District Manager is responsible for overall Implementation of the District’s annual and long-range plan and budget. This includes:

- Oversight of day-to-day administration and operation of the District in accordance with laws and obligations for a conservation district under Revised Code of Washington Chapter 89.08.
- Fiscal management of the district including developing and implementing budgets in accordance with the Annual Plan of Work; oversight of accounting, auditing, billing. Grant vouchering, payroll requirements, and tax filing are completed by the District’s Fiscal Specialist.
- Work closely with the District’s Fiscal Specialist so financial transactions and record keeping meets the requirements of the State Auditor’s Office.
- Develop with staff and project funders input, scopes of work, agreements, contracts, project budgets, and reporting formats.
- Oversight and tracking of work plan progress, financial status, due dates, and deliverables.
- Secure funding from a variety of local, state, federal and non-government organizations to support district operations.
- Oversee the writing of grant proposals and maintain the high standards typical of District proposals.
- Maintain constant vigilance of the status of District funding and awareness of current as well as future funding opportunities.

- Coordinate with WA State Conservation Commission and ensure successful completion of the annual District Operation Review, Good Governance checklist and other operational reviews to assure the District receives a fully successful rating.
- Monitor systems and practices and make timely changes to improve overall work and to operationalize equity.
- Serve as the District contracting officer, overseeing grants and contracts, and ensuring contracts are in accordance with statutory requirements and the District's adopted public contracting rules.
- Manage District-owned real property, equipment, and supplies.

Lead staff to accomplish the District's mission, goals, and objectives

- Responsible for management, including hiring, training, and retaining staff in accordance with District policies.
- Provide leadership and set an example for a positive, internal working relationship among District team members.
- Lead and support a highly qualified, mission-driven staff. Provide day to day oversight and coaching, assist with planning and problem solving and seek opportunities for ongoing staff development.
- Make and communicate decisions in the best interest of the District.
- Set goals and motivate others to act and meet them. Delegate skillfully and hold the team accountable.
- Clearly define staff job descriptions and establish performance goals. Ensure personnel policies and job descriptions up to date. Provide performance feedback to staff both informally and through formal annual evaluations consistent with annual work plan goals and objectives.
- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.
- Maintain a collaborative collegial workplace with shared vision and goals.
- Apply best practices in equitable management. Translate equity into plans for staff development, retention, strategy, and improving culture. Facilitate a non-discriminatory, positive, productive, and safe working environment.
- Update the board approved WWCCD personnel manual which includes personnel policies and procedures as changes are made.

Coordinate with the Board of Supervisors

- Facilitate work with the WWCCD five-member volunteer Board of Supervisors, including coordination of monthly meetings, training, and state meetings. Assist board in providing oversight of district operations.
- Assist the Board of Supervisors in development of the District's mission, goals, and objectives.
- Coordinate with the Board of Supervisors and staff to develop District Budget and Annual and Long-Range Plans of Work following protocols from the Washington State Conservation Commission.

- Work with the Board of Supervisors to solicit and receive input from agencies, the public, staff, elected officials, and other stakeholders to inform Board decisions.
- Develop monthly Board meeting agendas in coordination with Board of Supervisors.
- Assist in the orientation and ongoing development opportunities for Supervisors and Associate Supervisors.
- Perform the critical role of being an information conduit between District staff and the Board of Supervisors.
- Keep the Board of Supervisors apprised of the status of projects, funding and impending staffing needs as well as successes and failures as they occur.
- Attend to other duties as assigned by the Board of Supervisors.

Represent the District

- The District Manager, working closely with the staff and the Board of Supervisors, is responsible for how the District is represented to the public and to partner organizations.
- Professionally represent the District with passion, enthusiasm, and integrity.
- Maintain a respectful and collaborative public relations presence on behalf of the District.
- Coordinate with staff and Board members to ensure that the District's relationships with partners, community organizations, other agencies and the Walla Walla community are maintained and strengthened and that the District is appropriately represented at relevant meetings and on committees.
- Support staff to establish and maintain strong working relationships with clients, community partners, and public.
- Meet periodically with County Commissioners, legislators, Tribal representatives, and other public officials to discuss how the District is accomplishing its goals and objectives.

Required Qualifications

- A bachelor's degree or equivalent.
- Significant experience in a supervisory or project management setting.
 - Alternate qualifying education or experience may be considered at the discretion of the Board of Supervisors.
- A demonstrated track record in team building and leadership development.
- A proven commitment to voluntary stewardship on private land.
- The Walla Walla County Conservation District shares office space in the Walla Walla USDA Service Center. Because the office is co-located in a federal building, the incumbent will be subjected to a federal background check and required to take annual security awareness training. Additional background checks (criminal, financial, etc.) may be conducted.

Desired knowledge, skills, and abilities

- Develop and maintain a strong professional relationship with landowners, other districts, and local, state, tribal, and federal agencies and elected officials.

- Provide technical assistance to improve management of important natural resources in the Walla Walla Basin.
- Ensure the District provides appropriate representation at local and regional forums and meetings that could potentially affect farming practices and/or District natural resource priorities and programs.
- Ensure timely delivery of deliverables agreed to in grants/contracts.
- Proven ability to foster a team environment in the work place and with partners.
- Proven track record of developing and maintaining successful professional partnerships.
- Proven track record of administrative leadership including coordination with multiple agencies and partners to meet project deliverables and goals.
- Proven track record of awarded grant funding and project proposal development.
- Proven track record of responsible and accountable fiscal management including multi-year budgeting, oversight of expenditures, and documentation.
- Experience with employee management and supervision.
- Working knowledge of natural resource conservation and local, state, and federal conservation funding programs.
- Ability to take direction from the Board and translate this direction into tangible results.
- Ability to meet deadlines, attend meetings and travel as needed.
- Ability to delegate to other team members.
- Ability to communicate, both written and oral, effectively to a diverse audience.
- Ability to obtain and maintain a valid driver's license.
- Ability to walk on uneven ground and lift at least 25 lb.
- Knowledge of policies and practices of conservation districts.
- Knowledge of federal, state and local laws, rules and policies that affect natural resource conservation on private lands in Washington.
- Knowledge of and/or experience with agricultural systems in the area.
- Knowledge of and/or experience with conservation planning & implementation.
- Knowledge of and/or experience with environmental and cultural resource permitting.

Employment Classification: Permanent, full-time (40-45 hours per week), exempt. The selected applicant will be on probation for one year from starting date. Ideally, there will be overlap and training with the current District Manager.

Compensation and Benefits: Starting Salary of \$75,000. Additional salary may be considered at the discretion of the WWCCD Board of Supervisors. WWCCD provides the following: 8 hours of sick leave and 8 hours of vacation monthly; 12 paid holidays annually; 100% coverage of employees medical, dental, vision and life insurance; and contribution to a SIMPLE IRA.

Application procedure: Submit cover letter and résumé to either info@wwccd.net subject line: District Manager OR our office at 325 N 13th Avenue, Walla Walla WA for consideration. In the cover letter, please be sure to include a response to the following question: Why do you want to work for the Walla Walla County Conservation District specifically? Three professional references will be required after the first interview. Priority will be given to applications received prior to June 9, 2025. Open until filled. Targeted start date of September 1, 2025.

Programs, services and employment by the Walla Walla County Conservation District are offered at will without regard to race, color, national origin, religion, sex, marital status or disability.